EMPLO	YEE PERFORMANCE	EVALUATION	(Commendable Competent Needs Improvement Unsatisfactory	
			Performance Improvement	nt Plan Attached: Yes	No
(Last Name)	(First Name)	(Middle Initial)	Probationary: First (6 month) Final (11 month)	Permanent: Biennial (2 years) Position Change (6 month)	
(Title)		(Employee ID Number)	Recommended Continued Employment	Off Cycle Follow Up Eval by:	
(College)		(Work Area)	(Manag	ger)	

The performance evaluation is made to assist employees in their efforts to perform their duties. Conclusions based upon this employee's work performance during the period covered by this report are summarized below. The employee shall receive a copy of the evaluation placed in their personnel file.

Note to Manager: Review the employee's performance. Under each category, comment on the employee's accomplishments and challenges during the evaluation period. Indicate level of performance achieved using the following scale.

- 4 = Commendable The employee's work consistently exceeds the standard for this position.
- 3 = Competent The employee's work is consistently satisfactory.
- 2 = Needs Improvement The employee's work needs to improve. A Performance Improvement Plan will be issued as part of this evaluation.
- 1 = Unsatisfactory The employee's work is unsatisfactory. A Performance Improvement Plan will be issued as part of this evaluation.

Performance Improvement Note: If any item on this report is unsatisfactory or needs improvement, the evaluator shall provide the employee with a Performance Improvement Plan and may schedule a follow-up evaluation. For probationary employees, this only applies if employee is recommended for continued employment.

Quality/Quantity of Work:

Ratings: 4 3 2 1

Accuracy, quality of work product and thoroughness		
Amount of work performed		
Completion of work on time		
Looks for ways to improve and promote quality		
Applies feedback to improve performance		
Monitors own work to ensure quality		
Comments:		

Written Communication		
Verbal Communication		
Comments:		

Adaptability/Initiative:

Ratings: 4 3 2 1

Performance in new situations		
Performance in workload crisis		
Performance with minimal instruction		
Self-reliance		
Resourcefulness/problem solving ability		
Accepts and carries out assigned duties		
Ownership in work product		
Provides training and instruction		
Uses good judgment		
Comments:		

Work Habits:

Ratings: 4 3 2 1

Observance of work hours			
Attendance			
Observance of rules and regulations			
Observance of safety rules			
Compliance with work schedule			
Comments:	-		

Planning		
Setting an example		
Making decisions		
Fairness and impartiality		
Approachability		
Comments:		

Personal Relations

Ratings: 3 2 1 4

Meeting and interacting with the public			
Getting along with fellow employees			
Personal appearance appropriate for assigned duties			
Comments:			

OVERALL RATING

4 = Commendable – The employee's work consistently exceeds the standard for this position.

3 = Competent – The employee's work is consistently satisfactory.

2 = Needs Improvement – The employee's work needs to improve.

1 = Unsatisfactory – The employee's work is unsatisfactory.

This performance evaluation represents my best judgment of this employee's performance. My signature indicates I have discussed this evaluation with the employee.

Immediate Management Supervisor /Evaluator		Date
--	--	------

This performance evaluation has been discussed with me by my Immediate Manager/Evaluator. I understand that my signature does not necessarily mean that I agree with this evaluation. I know this evaluation will become part of my personnel file and I have the right to respond in writing (CSEA/YCCD Contract, Article 8).

Employee _____ Date _____